

**1 MAY 1999**



**Law**

**TRAINING OF AIR RESERVE COMPONENT  
JUDGE ADVOCATES AND PARALEGALS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 51-8, *Assignment, Training, and Management of The Judge Advocate General's Department Reserve (TJAGDR)*. It prescribes training and continuing legal education requirements and responsibilities for members of TJAGDR, including Air National Guard (ANG), US Air Force Reserve (USAFR) unit and individual mobilization augmentee (IMA) judge advocates and paralegals. See paragraph 4 for exceptions in the ANG. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. Authority to collect and maintain records prescribed is Title 10 U.S.C. 8013. System of records notice F110 JA E applies.

**SUMMARY OF REVISIONS**

This revision includes Attachment 2 which was previously omitted. This revision clarifies training and education responsibilities and processes; modifies the frequency and requirements for attendance at Annual Surveys of the Law and other education programs; changes the title of the training checklist to Air Force Reserve Judge Advocate Training Guideline; deletes some instructions for using the Guideline; establishes reserve coordinator responsibility for updating the Air Reserve Component FLITE databases; changes the title of the Reserve Training Folder to Reserve Participation Folder; and, deletes obsolete documentation from the Reserve Participation Folder.

**1. Authority.** Department of the Air Force General Order No. 49, 13 July 1949, and AFD 51-8 authorize this training.

**2. Education.** See AFD 51-8, paragraph 1.5.1, for attendance requirements at the Reserve Forces Judge Advocate Course (RFJAC), Reserve Forces Paralegal Course (RFPC), and the Annual Surveys of the Law.

**2.1. Mandatory Judge Advocate Education:**

2.1.1. Within 1 year of accession to TJAGDR, new judge advocate members of TJAGDR who have not served on extended active duty (EAD) as a judge advocate in one of the armed forces must complete the Judge Advocate Staff Officer Course (JASOC) at the Air Force Judge Advocate General School.

2.1.2. Supervisors initiate removal action against any judge advocate member of TJAGDR who fails to complete JASOC within the 1-year period, unless The Judge Advocate General (TJAG) grants a waiver.

## **2.2. Mandatory Paralegal Education :**

2.2.1. Cross-trainees or new paralegals in TJAGDR who have not served on EAD as paralegals must complete the *Paralegal Apprentice Course* (3-Level) at the Air Force Judge Advocate General School within 1-year of accession to TJAGDR.

2.2.2. Supervisors initiate removal action against any paralegal member of TJAGDR who fails to complete the *Paralegal Apprentice Course* within the 1-year period, unless TJAG grants a waiver.

## **2.3. Continuing Education:**

2.3.1. Staff Judge Advocate Course (SJAC) and Reserve Forces Judge Advocate Course (RFJAC). Attendance and completion of the SJAC fulfills the requirement for RFJAC attendance.

2.3.1.1. Personnel attend the RFJAC or the SJAC in school tour status.

2.3.1.2. Judge advocate members of TJAGDR are not eligible to attend RFJAC or SJAC until the second year following accession to TJAGDR as a judge advocate, unless the Reserve Advisor to The Judge Advocate General (HQ USAF/JAAR) approves earlier attendance.

2.3.1.3. Paralegal members of TJAGDR are not eligible to attend the Reserve Forces Paralegal Course until the second year following accession to TJAGDR as a paralegal, unless HQ USAF/JAAR approves earlier attendance.

### **2.3.2. Annual Surveys of the Law.**

2.3.2.1. The Office of the Staff Judge Advocate, Air Reserve Personnel Center (HQ ARPC/JA) plans, hosts, and conducts the Judge Advocate and Paralegal Annual Surveys of the Law, with faculty and academic support from the Air Force Judge Advocate General School. USAFR IMA and unit-assigned judge advocates and paralegals will attend an Annual Survey of the Law every four years, unless HQ USAF/JAAR approves a variance. ANG judge advocates and paralegals will attend an Annual Survey of the Law every two years, unless HQ USAF/JAAR approves a variance.

2.3.2.2. Judge advocate and paralegal members of TJAGDR may attend an Annual Survey of the Law within the first year following their accession to TJAGDR, and must attend an Annual Survey of the Law within two years of accession to TJAGDR, unless HQ USAF/JAAR approves a variance.

**2.3.3. Education and Training Policy .** HQ USAF/JAAR provides overall education and training policy guidance and assistance for TJAGDR.

**2.3.4. HQ ARPC/JA.** Under the direction of TJAG and consistent with available school quotas, HQ ARPC/JA schedules and monitors attendance of IMA reserve judge advocates and paralegals at:

2.3.4.1. RFJAC (or SJAC)

2.3.4.2. Reserve Forces Paralegal Course (RFPC)

2.3.4.3. Annual Surveys of the Law

2.3.4.4. Any other courses at the Air Force Judge Advocate General School

2.3.4.5. Any courses at the Judge Advocate General's School, US Army, or the Naval Justice School

**2.3.5. Office of the Staff Judge Advocate, Air Force Reserve Command (HQ AFRC/JA).**

Under the direction of TJAG and consistent with available school quotas, HQ AFRC/JA schedules and monitors attendance of USAFR unit judge advocates and paralegals at the courses in paragraph 2.3.4.

**2.3.6. ANG Assistant to the Air Force Judge Advocate General School.** Under the direction of TJAG and consistent with available school quotas, the ANG Assistant to the Air Force Judge Advocate General School schedules and monitors attendance of ANG judge advocates and paralegals at the courses in paragraph 2.3.4.

**2.3.7. Student Quotas.**

HQ USAF/JAAR requests TJAGDR student quotas from HQ USAF/JAX for all courses managed by HQ USAF/JAX that are filled on a quota basis. HQ USAF/JAX incorporates these requests into the Department's education and training plan.

2.3.7.1. For courses having quotas, requests for attendance will be sent to HQ USAF/JAAR for review and submission to HQ USAF/JAX as follows: for ANG members, by the ANG Assistant to the Air Force Judge Advocate General School; for USAFR unit assigned members, by HQ AFRC/JA; and, for IMAs by HQ ARPC/JA.

**2.4. Military Education:**

2.4.1. To ensure that TJAGDR members maintain currency in areas of Air Force interest, supervisors encourage all judge advocates to complete:

2.4.1.1. PME courses, including Squadron Officer School, Air Command and Staff College, and Air War College

2.4.1.2. Approved Extension Course Institute (ECI) courses

2.4.2. Supervisors encourage all TJAGDR paralegals to complete:

2.4.2.1. A major command NCO academy and the senior NCO academy

2.4.2.2. Approved ECI courses

2.4.2.3. The Claims and Tort Litigation Course, and the Law Office Manager Course (or their successor courses) at the Air Force Judge Advocate General School

2.4.2.4. Upgrade training courses, at appropriate career phase points.

**3. Training Responsibilities.** Individual judge advocates and paralegals, along with the local staff judge advocate (SJA), law office manager, or other training supervisor shall ensure that the training required by this instruction is accomplished.

**3.1. Major Command (MAJCOM) SJAs, and AFLSA Commander.** Ensure that TJAGDR training programs are implemented according to AFPD 51-8, this instruction, and TJAG policy, for IMAs attached to their commands. AFRC/JA will ensure that these programs are implemented for USAFR unit-assigned legal personnel.

3.1.1. Mobilization Assistants (MA), Senior IMAs to MAJCOM SJAs and the AFLSA Commander actively assist in oversight of the IMA training program.

**3.2. Reserve NAF and Unit SJAs, Active Duty SJAs, AF/JA and AFLSA Directors, Division Chiefs, Chief Circuit Judges and Counsel.** Implement the training program prescribed by this instruction for assigned or attached reserve judge advocates and paralegals and those members of TJAGDR performing special tours in their offices or units. They:

3.2.1. Plan training, appoint trainers, and appoint reserve coordinators where IMAs are attached.

3.2.2. Supervise the performance and documentation of training.

3.2.3. Maintain training records.

3.2.4. Monitor members' progress toward attainment of required paralegal proficiency.

**NOTE:** When a judge advocate or paralegal member of TJAGDR performs an active duty tour of 5 days or more at a legal office to which the member is not assigned or attached, the SJA, director, or division chief prepares an AF Form 77, Supplemental Evaluation Sheet, covering the tour and sends it to the member's rater for officer performance rating (OPR) or enlisted performance rating (EPR).

**3.3. Reserve Judge Advocates and Paralegals.** Each reserve judge advocate and paralegal ensures that:

3.3.1. Training in all functional areas is timely and appropriately documented.

3.3.2. His or her training record is accurate and current.

**NOTE:** Those performing training at a unit or legal office, other than the unit or office to which they are assigned or attached, verify that accurate documentation is provided to the unit of assignment or attachment.

**3.4. Training Supervisor.** Active duty SJAs, directors, division chiefs, chief circuit judges and counsels appoint an active duty judge advocate as training supervisor for IMA judge advocates, or they assume this responsibility. They also appoint an active duty senior paralegal as training supervisor for IMA paralegals.

3.4.1. The training supervisor uses AF Form 1988, **Summary of Individual Training (TJAGDR)**, to plan the specific training assignments for each IMA judge advocate and paralegal scheduled to perform IDTs, AT, or active duty for training (ADT) in the office. The supervisor then gives the form to the member, regardless of whether or not the member is attached to the office.

3.4.2. At the end of the training period, the member completes part II, "Work Performed," and returns the form to the training supervisor.

3.4.3. The training supervisor then completes part III, "Evaluation and Comments." If the member is not attached to the office, the supervisor gives the form to the member for filing in his or her participation folder.

3.4.4. For judge advocates and paralegals attached to the office, file AF Form 1988 in the reserve participation folder (see paragraph 4.3). Periodically, as appropriate, the training supervisor and the attached members review:

3.4.4.1. AF Form 1988, **Summary of Individual Training (TJAGDR)**

3.4.4.2. AF Form 1989, **Air Force Reserve Judge Advocate Training Guideline**

3.4.4.3. For paralegals: AF Form 623, **Individual Training Record** and AF Form 623a, **On-The-Job Training Record – Continuation Sheet**

**4. Training Program.** This section applies to USAFR IMA and unit-assigned judge advocates and paralegals only. ANG judge advocates should refer to ANGI 51-801.

**4.1. Training Areas.** Base legal offices are normally organized into several functional areas, including military justice and adverse actions, civil law, contracts, claims, and preventive law and legal assistance. This training program will give personnel proficiency in these areas.

4.1.1. All USAFR IMA and unit-assigned paralegals train to be fully qualified paralegals in accordance with the career field education and training plan, except as TJAG waives or modifies such requirements.

**4.2. Scheduling Training .** The SJA or other training supervisor schedules the training of attached reserve judge advocates and paralegals consistent with the needs of the legal office; AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*; and the availability of attached reserve judge advocates and paralegals. The SJA or other training supervisor may develop alternative training schedule formats including, but not limited to, weekend and evening programs.

**4.3. Training and Work Assignments.** When possible, the SJA or other training supervisor ensures that reservists are assigned to each functional area within a 3-year period.

4.3.1. In planning training assignments, the SJA or training supervisor should consider:

4.3.1.1. The proficiency level of the reservist in the functional area.

4.3.1.2. The reservist's exposure to all office activities.

4.3.1.3. The day-to-day needs of the office.

4.3.2. When possible, the SJA or training supervisor should assign work and training in the area in which the reservist is least proficient.

4.3.3. Examples of judge advocate tasks within functional areas appear on AF Form 1989, **Air Force Reserve Judge Advocate Training Guideline**.

4.3.3.1. The Training Guideline is intended as a self-pacing training aid. Ideally, a reservist should complete most of the listed tasks within a 3-year period.

**4.4. Reserve Participation Folder.** Keep a reserve participation folder for USAFR IMA and unit-assigned judge advocates and paralegals at their office of assignment or attachment. This folder is a binder file folder (6-part), available through local supply channels.

4.4.1. The reserve participation folder includes a copy of the member's Air Reserve Component Information Sheet from the FLITE ARC databases.

4.4.2. SJAs or other training supervisors use the information in the folder to verify a reservist's professional and personal background data when scheduling training and preparing performance reports.

4.4.3. Arrange the contents of the reserve participation folder in descending order within each section as shown in attachment 2.

4.4.4. Affix a contents label to the front of the folder, identifying the folder contents by section and listing the forms and documents prescribed in paragraph 10 of this instruction.

**4.5. Standards of Conduct.** TJAG periodically publishes a policy letter setting forth standards of conduct for reserve judge advocates. All reserve judge advocates must:

4.5.1. Read the policy letter.

4.5.2. Discuss it with their supervising SJA, director, division chief, chief circuit judge or counsel, as applicable.

4.5.3. Acknowledge that they understand and will abide by the letter.

4.5.4. Upon republication of the standards of conduct, or within 120 days of the assignment of a new SJA, the reassignment or reattachment of the reservist, or a significant change in the reservist's practice or employment, each reserve judge advocate repeats this discussion with the supervising SJA, director, division chief, chief circuit judge or counsel and executes another acknowledgment.

4.5.5. Keep written acknowledgments of the standards of conduct in section VI of the reserve participation folder (see attachment 1).

**5. IMA Judge Advocate and Paralegal Training.** To maximize efficiency and involvement in more extensive projects, IMA judge advocates and paralegals are strongly encouraged to perform IDTs on consecutive days.

**5.1. Reserve Coordinator Duties.** Active duty SJAs, directors, and division chiefs designate one of the IMAs attached to the office as the reserve coordinator.

5.1.1. As an additional duty, the reserve coordinator helps manage the IMA judge advocate and paralegal training programs. The reserve coordinator should be an experienced reserve judge advocate, but not necessarily the most senior reservist attached to the office.

**5.1.2. The reserve coordinator:**

5.1.2.1. Creates and maintains a master schedule of IDT, AT, and ADT for all IMAs attached to the office, plus any scheduled duty by other IMA, USAFR unit-assigned, or ANG judge advocates and paralegals.

5.1.2.2. Ensures that all duty is scheduled at least 45 days in advance or as the SJA designates and that any changes are submitted to the SJA as early as possible.

5.1.2.3. Maintains an office reserve read file.

5.1.2.4. Monitors compliance with record-keeping requirements.

5.1.2.5. Periodically reviews records to ensure that members comply with minimum participation requirements, AFRD 51-8, and this instruction.

5.1.2.6. Keeps track of professional military education, timeliness of OPRs and EPRs, nomination of IMAs for awards and decorations, physical fitness evaluations, and upgrade training progress of IMA paralegals.

5.1.2.7. Ensures the currency of the FLITE ARC Databases for all attached judge advocates and paralegals by reviewing the FLITE database information maintained on each attached member at least semi-annually and by submitting updated information as required.

5.1.2.8. Advises attached IMAs on reserve issues.

5.1.2.9. Organizes continuing legal education (CLE) seminars, mobilization exercises, and local area seminars.

5.1.2.10. Performs other duties as the SJA or training supervisor assigns.

**6. Place of Duty.** IMA judge advocates and paralegals perform IDT and AT in their office of attachment, except when TJAG determines that Air Force needs, or unusual individual circumstances, dictate otherwise.

6.1. This instruction in no way limits the authority of IMA raters to authorize IDT for mission-essential needs of other units or offices, or the use of the "Share the Wealth" program or other volunteer reserve personnel appropriation (RPA) or military personnel appropriation (MPA) manday programs.

**7. Limitations on Attachments.** No more than one IMA judge advocate or paralegal may be attached to any office for each assigned active duty judge advocate or paralegal. This paragraph establishes a limitation only, and not an entitlement.

7.1. MAJCOM and numbered Air Force (NAF) headquarters may generally have no more than one IMA judge advocate for every two assigned active duty judge advocates and not more than one paralegal, exclusive of individuals whom TJAG designates as specialists.

7.2. No IMA judge advocate may be attached at MAJCOM or NAF headquarters level for more than 5 consecutive years without TJAG approval.

7.3. Attachment and reattachment actions involving IMA judge advocates will emphasize installation and wing operational support.

**8. Distant Base Attachments .** IMA judge advocates are encouraged to volunteer for full-attachment, 3-year tours to a "distant base." A distant base is an installation-level office with fewer than one fully attached IMA for every two assigned active duty judge advocates, which is more than 150 miles away from the volunteer's home. Distant base tours should be favorably commented upon in annual performance reports.

## **9. Local Seminars and Mobilization Exercises:**

**9.1. Local Seminars.** Individual legal offices or a number of offices in close, geographical proximity are encouraged to conduct combined reserve forces and active duty 1-day seminars on local issues or continuing legal education. Conduct these seminars no more frequently than once a year.

**9.2. Mobilization Exercises.** Consider conducting periodic mobilization exercises and encourage all local TJAGDR members, including paralegals, to attend.

**10. Forms Prescribed:**

- 10.1. AF Form 1988, **Summary of Individual Training (TJAGDR) (For IMA Use Only)**
- 10.2. AF Form 1989, **Air Force Reserve Judge Advocate Training Guideline.**

BRYAN G. HAWLEY, Maj General, USAF  
The Judge Advocate General

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*

AFPD 51-8, *Assignment, Training, and Management of The Judge Advocate General's Department Reserve (TJAGDR)*

*Abbreviations and Acronyms*

**ADT**—Active Duty Training

**AFLSA**—Air Force Legal Services Agency

**AFRC**—Air Force Reserve Command

**ANG**—Air National Guard

**ARC**—Air Reserve Command

**ARGOS**—Air Reserve and Guard Officer's Seminar

**ARPC**—Air Reserve Personnel Center

**AT**—Annual Tour

**CLE**—Continuing Legal Education

**EAD**—Extended Active Duty

**ECI**—Extension Course Institute

**EPR**—Enlisted Performance Report

**IDT**—Inactive Duty Training

**IMA**—Individual Mobilization Augmentee

**JAAR**—Reserve Advisor to The Judge Advocate General

**JASOC**—Judge Advocate Staff Officer Course

**JAX**—Professional Development Division

**MA**—Mobilization Assistant

**MAJCOM**—Major Command

**MPA**—Military Personnel Appropriation

**NAF**—Numbered Air Force

**OPR**—Officer Performance Report

**PME**—Professional Military Education

**RFJAC**—Reserve Forces Judge Advocate Course

**RFPC**—Reserve Forces Paralegal Course

**RPA**—Reserve Personnel Appropriation

**SJA**—Staff Judge Advocate

**SJAC**—Staff Judge Advocate Course

**TJAG**—The Judge Advocate General

**USAFR**—United States Air Force Reserve

**U.S.C.**—United States Code

**Attachment 2****ARRANGEMENT OF THE RESERVE PARTICIPATION FOLDER****Section I:**

Copy of ARC Information Sheet from the FLITE or WebFLITE ARC databases  
Current records review "report on individual person" (RIP)  
Original or copy of Physical Fitness Evaluation Record

**Section II:**

AF Form 1989, **Air Force Reserve Judge Advocate Training Guideline** (except for paralegals)  
Copy of most recent AF Form 526, **ANG/USAFR Point Credit Summary** (see note 1)

**Section III:**

Copies of letters of evaluation (AF Form 77, **Supplemental Evaluation Sheet**) (see note 2)  
Correspondence relating to achievements (see note 2)  
Citations for awards and decorations

**Section IV:**

Copies of AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour** (see note 3)  
Copies of AF Forms 40A, **Authorization For Individual Inactive Duty Training** (see note 3)

**Section V:**

AF Form 1988, **Summary of Individual Training (TJAGDR) (Applies to IMAs only)** (see note 2)  
Copies of work products (see note 2)

**Section VI:**

Standards of conduct acknowledgments (except for paralegals)  
Additional items at MAJCOM or local direction

**NOTE:**

1. These items apply during the current officer evaluation system (OES) reporting period. Remove and return to the reservist when the OPR is completed.
2. Keep these items until reservist has been considered for a military award or decoration, to a maximum of three years.
3. Keep these items until the reservist's performance report has been completed or you've received and reconciled AF Form 526, whichever occurs last.